Program Information Report

Business & Culinary Arts

Human Resource Management (HRM) (CTHRMG)
Certificate

Program Effective Term: **Fall 2020**

High Demand Occupation   High Wage Occupation

This program prepares students for entry-level jobs as a human resource assistant or specialist where they will be assisting in activities that range from recruiting, interviewing and hiring job candidates to evaluating jobs, negotiating contracts, and ensuring company compliance with equal opportunity regulations. This program also provides students with basic management skills that will improve their ability to manage people.

Major/Area Requirements		(17 credits)
ACC 110 or	Payroll Accounting	
ACC 111	Principles of Accounting I	2-3
BMG 150	Labor-Management Relations	3
BMG 207	Business Communication	3
BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
BMG 205 or	Creating the Customer Experience	
BMG 230 or	Principles of Management	
CIS 110	Introduction to Computer Information Systems	3

Minimum Credits Required for the Program: **17**

WASHTENAW COMMUNITY COLLEGE

PROGRAM CHANGE OR DISCONTINUATION FORM

CTHRMG

Program Code: HRM **Program Name: Human Resources Management Certificate**   **Effective Term: Fall 2020**

Division Code: BCT   **Department: BMG**

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- ☐ Review
- ☒ Remove course(s): BMG 200, CIS 100
- ☒ Add course(s): ACC 110 option; BMG 207; BMG 205/BMG 230 option_____
- ☐ Program title (title was _____)
- ☐ Description
- ☐ Type of award
- ☐ Advisors
- ☐ Articulation information

- ☐ Program admission requirements
- ☐ Continuing eligibility requirements
- ☐ Program outcomes
- ☐ Accreditation information
- ☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
- ☐ Other _____

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

We are removing CIS 100 because it is not as relevant as other courses for HR work.

We are adding BMG 205 Creating the Customer Experience and BMG 230 Principles of Management as either/or options with CIS 110 because the content is relevant for HR workers.

We are adding Payroll as an either/or with ACC 111 because many HR workers specialize in Payroll.

We are removing BMG 200 because it's required only for this certificate alone. Business Communication BMG 207 will replace it because it covers much of the same content.

Financial/staffing/equipment/space implications: None

List departments that have been consulted regarding their use of this program. BMG & CIS

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Doug Waters		1/23/20
Department Chair	Doug Waters		1/23/20
Division Dean/Administrator	Eva Samulski		1-23-20
Please submit completed form to the Office of Curriculum and Assessment (SC 257). Once reviewed by the appropriate faculty committees we will secure the signature of the VPI and President.			
Vice President for Instruction	Kimberly Hurns		2/19/2020
President	Rose B. Bellanca		

Do not write in shaded area. Entered in: Banner_____   C&A Database _2/20/20_ Log File _2/20/20_ Board Approval _____

Reviewed by C&A Committees 2/13/20

Office of Curriculum & Assessment   http://www.wccnet.edu/departments/curriculum

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: ~~CTHRSC~~ CTHRMG   Program Name: Human Resource Management (HRM)   Effective Term: Fall 2012

Division Code: BCT   Department: Business

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☐ Remove course(s): ACC110
XX☐ Add course(s): Payroll Accounting
☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☐ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☐ Other_____

Show all changes on the <u>attached page from the catalog.</u>

Rationale for proposed changes or discontinuation:

Many small businesses have the Human Resources department responsible for the payroll function. By adding this course to the Certificate, the student would be better prepared to enter the job market..

Financial/staffing/equipment/space implications:

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Colette Young		2/9/12
Department Chair	Colette Young		2/9/12
Division Dean/Administrator	Rosemary Wilson		2/10/12
Vice President for Instruction	Stuart Blacklaw		4/5/12
President			

Do not write in shaded area. Entered in: Banner_____ C&A Database_4/20/12 Log File_4/20/12 Board Approval_____

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

done logged 2/10/12 sjv

Program Information Report

School of Business and Entrepreneurial Studies

Learn the fundamentals you will need to become a business leader or entrepreneur. These programs help you develop entry-level skills in various aspects of business. Whether your goal is to make your place in an existing industry or branch out on your own, these programs can provide the foundation for success.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Alternatively, students can earn an AAS in Occupational Studies by completing a certificate, advanced certificate and General Education requirements.

Business

Choose one or more areas in the field of business as you prepare for your future.

Human Resource Management (HRM) (CTHRMG)

Certificate

Program Effective Term: Fall 2012

This program prepares students for entry-level jobs as a human resource assistant or specialist where they will be assisting in activities that range from recruiting, interviewing and hiring job candidates to evaluating jobs, negotiating contracts, and ensuring company compliance with equal opportunity regulations. This program also provides students with basic management skills that will improve their ability to manage people.

ACC 110	Payroll Accounting	2
BMG 150	Labor-Management Relations	3
BMG 200	Human Relations in Organizations	3
BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
CIS 100 or	Introduction to Computers and Software Applications	
CIS 110	Introduction to Computer Information Systems	3

Minimum Credits Required for the Program: **17**

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTHRSC

Program Name: Human Resource Management

Effective Term: Fall 2008

Division Code: BCT   **Department:** Business

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review

x☐ Remove course(s): __BMG 208

x☐ Add course(s): CIS 100 or 110

☐ Program title (title was _____)
☐ Description
☐ Type of award
☐ Advisors
☐ Articulation information

☐ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
☐ Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☐ Other _____

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

Currently, Principles of Management (BMG208) is part of the Human Resource Management Certificate. Effective Fall 2008, Principles of Management will be consolidated with Introduction to Supervision (BMG230), and the consolidated course will use the BMG230 code with a new name (Management Skills). Upon review of the consolidated course, we found the content overlapped with content in the other program courses. Additionally, the H.R Advisory Committee overwhelmingly advised to add CIS content to the program since most jobs in the field involve managing data on a system.

Financial/staffing/equipment/space implications:
N/A.

List departments that have been consulted regarding their use of this program.

N/A

Signatures:

Reviewer	Print Name	Signature	Date

Initiator	Colette M. Young		
Department Chair	Steven Ennes	Steven Ennes	2/21/08
Division Dean/Administrator	Rosemary Wilson	Rosemary Wilson	2/21/08
Vice President for Instruction		Roger M. Palay	3/13/08
President			

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

Program Information Report

School of Business and Entrepreneurial Studies

Business

Human Resource Management (CTHRSC)

Certificate

Program Effective Term: **Fall 2008**

This program prepares students for entry-level jobs as a human resource assistant or specialist where they will be assisting in activities that range from recruiting, interviewing and hiring job candidates to evaluating jobs, negotiating contracts, and ensuring company compliance with equal opportunity regulations. This program also provides students with basic management skills that will improve their ability to manage people.

Major/Area Requirements		(15 credits)
BMG 150	Labor-Management Relations	3
BMG 200	Human Relations in Business	3
BMG 240	Human Resources Management	3
BMG 279	Performance Management	3
CIS 100 or	Introduction to Software Applications	
CIS 110	Introduction to Computer Information Systems	3

Minimum Credits Required for the Program: **15**

CTHRSC

Program Code: CTHR   Program Title: Human Resource Mgmt. (Cthrsc)   **Effective Year: W/2001**

1. Course Related Program Changes:

Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
BMG 140	Intro To Business		3.00		Remove ☒ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)

2.   Total Credit Hours for Program: Before Proposed Changes: 18   After Proposed Changes: 15

Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.)

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4. Rationale for Proposed Changes: Not Program Specfic

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5. Financial/Staffing/Equipment/Space Implications:

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6. Has the department consulted with all departments that may be impacted?   Yes ☐   No ☐   NA ☐

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Colette Young		9/28/ᵘ
Department Chair:	Granville Lee		9/29/00
Division Dean:	Rosemary Wilson		9/29/00
VP, Instruction/Student Services:			10/2/00

If significant changes are proposed, please attach a copy of the most recent program listing from the College Bulletin with changes marked on it.
If courses are being changed as part of this proposal, course changes must be approved using the Course/Syllabus Approval Form.

Data File_____   Curriculum File_____   Catalog. 1/10/00 JZV

Curriculum and Articulation Services:
Curriculum Development\Forms\Programs\Program Change Form 12/2/98
Copies: Initiator, Department Chair, Dean, Curriculum File

Document Code: Form - Program Change - CTHRSC.doc
New Listing to: Counseling; Admissions

Washtenaw Community College
Program Change Request Form

Program Code: HRSC Program Title: Human Resource Management Effective Year: Fall 2000

1. Course Related Program Changes:

Course	Course Title	Elective Group (if applicable)	Credit	Sem	Change(s)
CIS 110	Business Computer Systems		4.00		Remove ☒ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)
					Remove ☐ Add ☐ Change Title ☐ ☐ Change Credit (was:_____) ☐ Shift in Sequence (was:_____)

2. Total Credit Hours for Program: Before Proposed Changes: 22   After Proposed Changes: 18

Non-Course Related Program Changes: (description, advisors, admission criteria, title, etc.)

4. Rationale for Proposed Changes:
To modify program according to the new Certificate requirements (ie. to focus strictly on occupation and have as few credits as possible). CIS 110 is not an occupational course in this program.

5. Financial/Staffing/Equipment/Space Implications:

6. Has the department consulted with all departments that may be impacted?   Yes ☐   No ☐   NA ☐

7. Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator:	Colette M. Young		3/13/00
Department Chair:	Granville Lee		3/13/00
Division Dean:	Dr. Bella Parker	Bella M. Parker	3/20/2000
VP, Instruction/Student Services:			3/29

If significant changes are proposed, please attach a copy of the most recent program listing from the College Bulletin with changes marked on it.
If courses are being changed as part of this proposal, course changes must be approved using the Course/Syllabus Approval Form.

Data File 4/12/00
Curriculum and Articulation Services:
Curriculum Development\Forms\Programs\Program Change Form 12/2/98
Copies: Initiator, Department Chair, Dean, Curriculum File

access 4/13/00
Curriculum File 4/13/00

DISTRIBUTED & FILED

Catalog   APR 17 2000

Document Code: Program Change Form
New Listing to: Counseling, Admissions
MELISSA L. HASLER

Program Approval Document

Achievement Certificate
In

HUMAN RESOURCE
MANAGEMENT

Prepared by
Colette Young
Business Department
Washtenaw Community College

April 15, 1999

WASHTENAW COMMUNITY COLLEGE
PROGRAM AUTHORIZATION FORM

1. **Program Title:** Human Resource Management   Program Code: ~~HRMC~~ HRSC

2. **Division:** BUS   3. **Department:** BMG   CIP Code:

4. **Type of Program:**   ☐ **A.A.**   ☐ A.S.   ☐ A.A.S.   ☐ A.T.S.

    ☐ Advanced Certificate   ☐ Mastery Certificate   ☒ Achievement Certificate   ☐ Certificate of Completion

5. **Will this program be Perkins funded?**   ☒ **yes**   ☐ **no**   6. **Effective Year:** 1999-2000

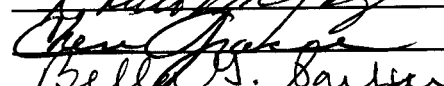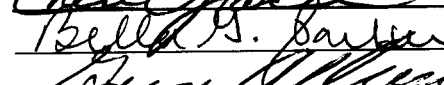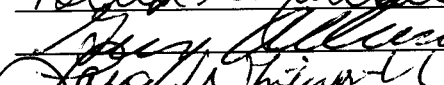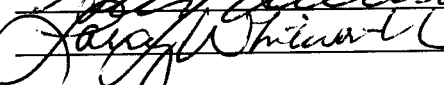7. **Program Description (for Catalog, brochures, etc.:**
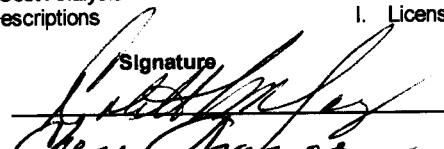
This achievement certificate provides basic human resources management knowledge and skills to the human resource assistant/specialist or someone in general management whose job involves managing people. Such knowledge would assist in performing human resource activities including: recruiting, interviewing, making hiring decisions, evaluating jobs, contract negotiating, disciplining/terminating employees and assuring compliance with federal, state, and local regulations concerning equal opportunity practices.

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8. **Advisors:** Colette Young

9. Admissions Criteria:	10. Criteria for Continuing Program Eligibility:

11. **Attach a Program Approval Document [PAD],** which includes the following:
- A. Program Description
- B. Program Goals
- C. Needs Assessment
- D. Enrollment Projections
- E. Program Cost Analysis
- F. Course Descriptions
- G. Analysis of Affected Instructional Units
- H. Articulations
- I. Licensure/Accreditation

Approval Recommended: Print Name   Signature   Date

Program Initiator: Colette Young

Department Chair/Director: Cheryl Gracie

Dean: Dr. Bella Parker   Bella J. Parker   5/4/99

VP, Instruction/Student Services:

President:

Date of Board Approval: May 11, 1999

Available on disk

Curriculum and Articulation Services 5/14/1998   Data File_____   Curriculum File_____   Catalog_____
Program Authorization Form   Copies: - Department Chair, Dean, Admissions, Counseling, Student Records, Curriculum Committee
Document Code: Human Resource Mgmt Approval

COURSE REQUIREMENTS FOR PROGRAM

Course	Title	Credit	Pre-requisites/Co-requisites
BMG 140	Introduction to Business	3	None
BMG 150	Labor Management Relations	3	None
BMG 200	Human Relations in Business	3	None
BMG 208	Principles of Management	3	None
BMG NEW 279	Performance Management (proposed course that is a part of the proposed First Line Management program)	3	None
BMG 240	Human Resources Management	3	BMG 140 AND BMG 208
CIS 110	Business Computer System	4	None
	Total Credits:	**22**	

A. PROGRAM DESCRIPTION

This achievement certificate provides basic human resources management knowledge and skills to the human resource assistant/specialist or someone in general management whose job involves managing people. Such knowledge would assist in performing human resource activities including: recruiting, interviewing, making hiring decisions, evaluating jobs, contract negotiating, disciplining/terminating employees and assuring compliance with federal, state, and local regulations concerning equal opportunity practices.

B. PROGRAM GOALS

- To prepare students for administrative assistant or specialist positions in human resources in small or medium-sized businesses.
- To provide skills in human resources management and an opportunity to receive a certificate showing competency attainment to human resources specialists/managers who have moved into their position without a formal education and to general managers who perform human resources activities.

C. NEEDS ASSESSMENT

Employment Outlook

1. This is a response to the president's emphasis on developing short-term programs for employment skills.

2. The following information was taken from the Michigan Occupational Information System. (MOIS, 1999)

   According to MOIS, in Michigan, Human Resources Workers may specialize in a variety of areas including (but not limited to):
   Job Analysts who collect, analyze, and prepare occupational information to support human resources, administrative, and management function of a specific organization.
   Employment Interviewers who interview applicants to determine their suitability for employment with a company.
   Occupational Analysts who gather, analyze, and use data to develop concepts of worker relationships, modify and maintain occupational classification systems.

   Employment of personnel, training, and labor relations specialists in Michigan is expected to increase faster than the average for all occupations through the year 2005. An average of 1,020 annual openings is expected with 520 openings due to replacement of those who retire or leave the labor force for other reasons.

   Overall, the projected state growth in this occupation is 24.1%

3. According to the Ann Arbor Metropolitan Statistical Area Occupational Employment Forecasts the projected rate of growth for the Personnel/Training/Labor Specialist is 32.5% from 1994 to 2005.

4. According to the Bureau of Labor Statistics Occupational Report, the projected national rate of growth is 17.9% from 1996 to 2006.

5. Contact with a few local employers has indicated a need for managers to obtain/update certain human resources competencies by attending a class or classes at nearby educational institutions. The program responds to this need and it has the ability to be modularized by classes with certificates of completion.

6. According to MOIS, an associate degree as well as a baccalaureate and /or a master's degree may qualify a person for this occupation.

<u>Employment Earnings</u>

Earnings of Human Resource Specialists vary by job function, level of education, length of experience, and on the size, type, and location of the employer.

According to the Michigan Occupational Age information, the average hourly wage for:
- Personal, Training, and Labor Specialist is $18.74
- Personnel, Training, and labor Manager is $25.16

D. ENROLLMENT PROJECTIONS

<u>Estimate</u>: 24 students

<u>Longevity:</u> Continued growth is expected during the next 3-5 years (based on MOIS projections), the program will be reviewed after 5 years.

E. PROGRAM COST ANALYSIS

No additional resources are required. Requirements of the program will be met with existing resources.

F. COURSE DESCRIPTIONS

INTRODUCTION TO BUSINESS - BMG 140
This course covers functions, objectives, problems, organization, and management of modern business. Also covered are the free-enterprise system of business-economic activity and the impact of the consumer and governmental forces upon the system.

LABOR MANAGEMENT RELATIONS – BMG 150
This course acquaints students with factors affecting the labor-management relationships, develops insights into the growth, objectives and methods of organized labor and the significant managerial problems involved in dealing with labor. Analysis of the legal and institutional framework for collective bargaining and other labor relations problems occurs throughout the course.

HUMAN RELATIONS IN BUSINESS – BMG 200
This course acquaints students with administrative principles and practices emphasizing the human relations aspect of management responsibility as it affects employee attitudes, morale and productivity. Major emphasis is on relationships among individuals and/or small groups, with problem-oriented sessions.

BUSINESS COMPUTER SYSTEMS – CIS 110
This course provides an overview of business information systems. Students learn about computer terminology, hardware and software, ethics and protocols, database management systems, types of information systems, societal impact, information systems and program development. Students use business application software, including word processing, electronic spreadsheets, database, and presentation graphics to implement information system.

PERFORMANCE MANAGEMENT – NEW (also in the proposed First Line Management program)
This course develops knowledge and skills to promote desired individual employee performance: planning, monitoring, measuring, motivating, improving, and rewarding performance.

HUMAN RESOURCES MANAGEMENT – BMG 240
This course examines basic human resources activities that must be managed in any organization. Course topics include employment selection, interviewing techniques, wage and hour provisions, job analysis, employee rights, disciplinary action/termination, equal employment opportunity laws, performance reviews, benefit administration and safety.

G. ANALYSIS OF AFFECTED INSTRUCTIONAL UNITS
This program will not affect other instructional units

H. ARTICULATIONS
No articulation activity is anticipated

I. LICENSURE/ACCREDITATION (IF APPLICABLE)
The programs in the Business Management department are accredited by ACBSP. The First Line Management program is designed to meet the ACBSP accreditation standards for curriculum.